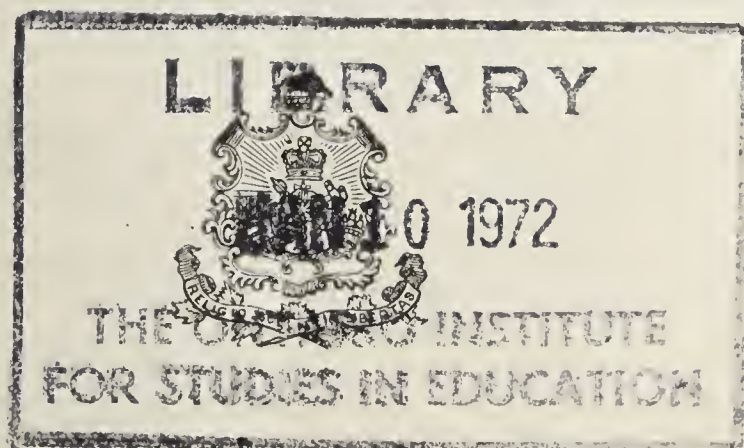


GENERAL REGULATIONS
FOR THE
ORGANIZATION, GOVERNMENT AND DISCIPLINE
OF
PUBLIC SCHOOLS,
AND THE
QUALIFICATIONS AND DUTIES OF
PUBLIC SCHOOL INSPECTORS, EXAMINERS,
TEACHERS, MONITORS AND PUPILS,
ALSO THE DUTIES OF
PUBLIC SCHOOL BOARDS,
IN THE
PROVINCE OF ONTARIO.

*Prescribed by the Council of Public Instruction, under the authority
of the 27th section of the Act 37 Victoria, chapter 27.*



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GENERAL REGULATIONS

FOR THE ORGANIZATION, GOVERNMENT AND DISCIPLINE OF PUBLIC SCHOOLS, AND THE QUALIFICATIONS AND DUTIES OF SCHOOL INSPECTORS, EXAMINERS AND TEACHERS, MONITORS AND PUPILS; ALSO THE DUTIES OF PUBLIC SCHOOL BOARDS IN THE PROVINCE OF ONTARIO.

Prescribed by the Council of Public Instruction, under the authority of the Act 37 Victoria, chapter 27, section 27, sub-sections 18 to 23.

[NOTE.—These Regulations are provisionally adopted by the Council, subject to future revision.]

I. Terms, Hours of Daily Teaching, Holidays, and Vacations.

1. *Terms.*—There shall be four terms (or quarters) in each year, to be designated the winter, spring, summer, and autumn terms. The winter term shall begin the *seventh of January*, and end the *Tuesday next before Easter*; the spring term shall begin the *Wednesday after Easter*, and close the *fourteenth day of July*; the summer term shall begin the *sixteenth day of August*, and end the *Friday next before the fifteenth of October*; the autumn term shall begin the *Monday following the close of the summer term*, and shall end the *twenty-second of December*.

2. *Hours.*—The exercises of the day shall commence not later than *nine o'clock a.m.*, and shall not exceed *six* hours in duration, exclusive of the time allowed at noon for recreation, and of not less than *ten* minutes during each forenoon and each afternoon. Nevertheless, a less number of hours of daily teaching may be determined upon in any Public School, at the option of the trustees.

3. *Holidays.*—The schools shall be taught on all week days during the term except Saturdays, the anniversary of the birth of our Sovereign, Dominion Day, any local Municipal holiday, and such day as may be appointed by competent authority, for a Public Fast or Thanksgiving throughout the Province.

4. *Vacations.*—There shall be three vacations in each year; the first, or spring vacation shall begin on the Wednesday next before Easter, and end on the Tuesday next after it; the second, or summer vacation, shall begin on the fifteenth day of July and end on the fifteenth day of August, inclusive; and the third, or Christmas vacation, shall commence on the twenty-second day of December and end on the 6th of January.

[NOTE.—No lost time can be lawfully made up by any teacher on any holiday, or during the vacations; and if so made up, it must be disallowed by the Inspector.]

5. *All Agreements* between Trustees, Masters and Teachers shall be subject to the foregoing regulations; and no Master or Teacher shall be deprived of any part of his salary on account of observing allowed holidays and vacations, or for sickness, as provided in

regulation 4 of the “*Additional Duties of Masters and Teachers.*” Masters and Teachers shall be entitled to the holidays or vacations immediately following the close of their period of service.

II. Religious and Moral Instruction in the Public Schools.

1. As Christianity is recognized by common consent throughout this Province as an essential element of education, it ought to pervade all the regulations for elementary instruction. The Consolidated Public School Act, section 142, provides that “No person shall require any pupil in any public school to read or study in or from any religious book, or to join in any exercise of devotion or religion, objected to by his or her parents or guardians. Pupils shall be allowed to receive such religious instruction as their parents or guardians desire, according to any general regulations provided for the organization, government, and discipline of Public Schools.”

2. In the section of the Act thus quoted, the principle of religious instruction in the schools is recognized, the restrictions within which it is to be given are stated, and the exclusive right of each parent and guardian on the subject is secured.

3. The Public School being a *day*, and not a *boarding* school, rules arising from domestic relations and duties are not required, and as the pupils are under the care of their parents and guardians on Sabbaths, no regulations are called for in respect to their attendance at public worship.

III. Opening and Closing Religious Exercises of each Day.

With a view to secure the Divine blessing, and to impress upon the pupils the importance of religious duties, and their entire dependence on their Maker, the Council of Public Instruction recommends that the daily exercises of each Public School be opened and closed by reading a portion of Scripture, and by prayer. The Lord's Prayer alone, or the Forms of Prayer hereto annexed, may be used, or any other prayer preferred by the Trustees and Master of each school. But the Lord's Prayer shall form part of the opening exercise, and the Ten Commandments be taught to all the pupils, and be repeated at least once a week. But no pupil should be compelled to be present at these exercises against the wish of his parent or guardian, expressed in writing to the Master of the school.

FORMS OF PRAYER :

(BEFORE ENTERING UPON THE BUSINESS OF THE DAY.)

Let us Pray.

O Lord, our Heavenly Father, Almighty and Everlasting God, who hast safely brought us to the beginning of this day, defend us in the same by thy mighty power; and grant that this day we fall into no sin, neither run into any kind of danger, but that all our doings may be ordered by Thy governance, to do always that is righteous in Thy sight, through Jesus Christ our Lord. *Amen.*

O Almighty God, the Giver of every good and perfect gift, the Fountain of all wisdom, enlighten, we beseech Thee, our under-

standings by Thy Holy Spirit, and grant that, whilst with all diligence and sincerity, we apply ourselves to the attainment of human knowledge, we fail not constantly to strive after that wisdom which maketh wise unto salvation ; that so through Thy mercy we may daily be advanced both in learning and godliness, to the honour and praise of Thy Name, through Jesus Christ our Lord. *Amen.*

Our Father, which art in Heaven, hallowed be Thy name, Thy kingdom come, Thy will be done in earth, as it is in heaven ; give us this day our daily bread ; and forgive us our trespasses, as we forgive them that trespass against us ; and lead us not into temptation ; but deliver us from evil ; for Thine is the kingdom, the power, and the glory, for ever and ever. *Amen.*

The Grace of our Lord Jesus Christ, the Love of God, and the Fellowship of the Holy Ghost, be with us all evermore. *Amen.*

(AT THE CLOSE OF THE BUSINESS OF THE DAY.)

Let us Pray.

Most merciful God, we yield Thee our humble and hearty thanks for Thy fatherly care and preservation of us this day, and for the progress which Thou hast enabled us to make in useful learning ; we pray Thee to imprint upon our minds whatever good instructions we have received, and to bless them to the advancement of our temporal and eternal welfare ; and pardon, we implore Thee, all that Thou hast seen amiss in our thoughts, words and actions. May Thy good Providence still guide and keep us during the approaching interval of rest and relaxation, so that we may be prepared to enter on the duties of the morrow with renewed vigour, both of body and mind ; and preserve us, we beseech Thee, now and forever, both outwardly in our bodies, and inwardly in our souls, for the sake of Jesus Christ, Thy Son, our Lord. *Amen.*

Lighten our darkness, we beseech Thee, O Lord ; and by Thy great mercy, defend us from all perils and dangers of this night, for the love of Thy only Son, our Saviour, Jesus Christ. *Amen.*

Our Father, which art in heaven, hallowed be Thy Name, Thy kingdom come, Thy will be done in Earth as it is in Heaven ; give us this day our daily bread ; and forgive us our trespasses as we forgive them that trespass against us ; and lead us not into temptation ; but deliver us from evil ; for Thine is the kingdom, the power, and the glory, for ever and ever. *Amen.*

The Grace of our Lord Jesus Christ, and the Love of God, and the Fellowship of the Holy Ghost, be with us all evermore. *Amen.*

IV.—Weekly Religious Instruction by the Clergy of each Persuasion.

1. In order to correct misapprehension, and define more clearly the rights and duties of trustees and other parties in regard to religious instruction in connection with the Public Schools, it is decided by the Council of Public Instruction that the clergy of any persuasion, or their authorized representatives, shall have the right to give religious instructions to the pupils of their own church, in each school-house, at least once a week, after the hour of *four* o'clock in the afternoon ; and if the clergy of more than one persuasion apply

to give religious instruction in the same school-house, the trustees shall decide on what day of the week the school-house shall be at the disposal of the clergyman of each persuasion, at the time above stated. But it shall be lawful for the trustees and clergyman of any denomination to agree upon any hour of the day at which a clergyman, or his authorized representative, may give religious instruction to the pupils of his own church, provided it be not during the regular hours of the school.

V.—Qualifications and Duties of Public School Inspectors.

Qualifications—Legal obligation to observe Regulations.—Certificates of eligibility for appointment to the office of County, City, or Town Inspector of Public Schools, shall hereafter be granted only to Teachers of Public Schools who have obtained, or who shall obtain, First Class Provincial Certificates of Qualification of the highest grade (A).

The School Law (sec. 104) provides that “No inspector shall be a teacher or trustee of any Public, High, or Separate School, while he holds the office of Inspector.”

1. The Law (sec. 112) also requires each Inspector of Public Schools—

“*To act in accordance with the Regulations and instructions provided for his guidance*” (sub-section 35). He is also “subject to all the obligations conferred or imposed by law * * * according to such instructions as may be given to him from time to time by the Chief Superintendent of Education” (sub-section 1a). He is further required,—

“To see that all the schools are managed and conducted according to law” (sub-section 10).

2. *County and City Inspectors—Full Time to be Employed.*—Each County and City Inspector shall devote the whole of his time during the ordinary office hours, to the duties of his office, except during the school holidays and vacations.

3. *The City and Town Inspectors* shall perform such duties as devolve upon them by the School Law and these Regulations, with such additional duties as may be required of them by the Public School Boards, which appoint them. They shall visit the schools as often as directed by the Board, and, in their visitations, shall be governed by the following regulations (so far as they apply to city or town schools):—See regulations 9, 10 and 19 in this chapter. They shall also keep one or more regular office hours in each day, as fixed by the Board of Trustees, of which public notice shall be given.

4. *Visitation of Schools.*—The County Inspector shall visit every public and separate school under his jurisdiction at least once during each half-year. He shall devote, on an average, half a day to the examination of the classes and pupils in each school, and shall record the result of such examination in a book to be kept for that purpose. (See regulation 6 of this Chapter.) He shall also make enquiry and examination, in such manner as he shall think proper, into all matters affecting the condition and operations of the school, the results of which he shall record in a book, and transmit it, or a copy thereof, annually, on completing his second half-yearly

inspection, to the Education Department ; but he shall not give any previous notice to the teacher or trustees of his visit. The subjects of examination and inquiry shall be as follows :—

(a) *Mechanical arrangements*.—The tenure of the property ; the materials, dimensions and plan of the building ; its condition ; when erected ; with what funds built ; how lighted, warmed and ventilated ; if any class rooms are provided for the separate instruction of part of the children ; if there is a lobby, or closet, for hats, cloaks, bonnets, book-presses, &c. ; how the desks and seats are arranged and constructed ; what arrangements for the teacher ; what play-ground is provided ;* what gymnastic apparatus (if any) ; whether there be a well, and proper conveniences for private purposes ; and if the premises are fenced or open on the street or road ; if shade trees and any shrubs or flowers are planted.

NOTE.—In his inquiries into these matters, the Inspector is especially directed to see whether the law and regulations have been complied with in regard to the following matters ; (should he discover remissness in any of them, he should at once call the attention of the trustees to it, before withholding the school fund from the section, with a view to its remedy before his next half-yearly visit) :—

(1.) *Size of Section*.—As to the size of the school section, as prescribed by the forty-sixth section of the School Law.

(2.) *School Accommodation*.—Whether the trustees have provided “adequate accommodation for all children of school age [*i. e.*, between the ages of five and twenty-one years] resident in their school division,” [*i. e.*, school section, city, town, or village] as required by the twenty-sixth (7, 9, 19,) and eighty-sixth (20) sections of the School Act.

(3.) *Space for Air*.—Whether the required space of nine square feet for each pupil, and the average space for one hundred cubic feet of air for each child have been allowed in the construction of the school-house and its class rooms.† (See regulation 9, *Duties of Trustees*.)

* *Size of School Grounds*.—The school grounds, wherever practicable, should in the rural sections embrace an acre in extent, and not less than half an acre, so as to allow the school-house to be set well back from the road, and furnish play-grounds within the fences. A convenient form for school grounds will be found to be an area of ten rods front by sixteen rods deep, with the school-house set back four or six rods from the road. The grounds should be strongly fenced, the yards and outhouses in the rear of the school-house being invariably separated by a high and tight board fence ; the front grounds being planted with shade trees and shrubs. For a small school, an area of eight rods front by ten rods deep may be sufficient, the school-house being set back four rods from the front.

† *Ventilation* becomes easy as soon as it is known that it is embraced in these two essential operations, viz : 1st, to *supply fresh air* ; 2nd, to *expel foul air*. It is evident that fresh air cannot be crowded into a room unless the foul air is permitted to pass freely out ; and certainly the *foul air will not go out* unless fresh air comes in to fill its place. It is useless to open ventilating flues when there is no means provided to admit a constant supply of fresh air from without.

Temperature.—In winter the temperature during the first school hour in the forenoon or afternoon, should not exceed 70°, nor 66° during the rest of the day.

(4.) *Well; Proper Conveniences*.—Whether a well or other means of procuring water is provided; also, whether there are proper conveniences for private purposes of both sexes on the premises; and whether the regulations in regard to them, contained in regulation 6 of the “*Duties of Masters*,” and regulation 9 of the “*Duties of Trustees*,” are observed.

(b) *Means of Instruction*.—He shall see whether the authorized text books are used in the several classes, under the heads of Reading, Arithmetic, Geography, &c.; whether sufficient and suitable Apparatus are provided, as Tablets, Maps, Globes, Blackboards, Models, Cabinets, &c.

(c) *Organization*.—Arrangement of classes; whether each child is taught by the same teacher; if any assistant or assistants are employed; to what extent; how remunerated, and how qualified.

(d) *Discipline*.—Hours of attendance; usual ages of pupils; if the pupils change places in their several classes, and whether they are marked at each lesson, or exercise, according to their respective merits; if distinction depends on intellectual proficiency, or on a mixed estimate of intellectual proficiency and moral conduct, or on moral conduct only; what system of merit marks, or records of standing (if any) is used; whether corporal punishments are employed—if so, their nature, and whether inflicted publicly or privately; what other punishments are used (See regulations 3 and 4, “*Duties of Masters*,” and 3, “*Duties of Assistant Teachers*”); whether attendance is regular; how many attend one month—how many two, three, or more months, &c.; is school opened and closed with reading and prayer, as provided in the regulations; whether the Ten Commandments are regularly taught, as required, and what separate religious instruction is given, if any.

(e) *Methods of Instruction*.—Whether simultaneous or individual, or mixed; if simultaneous (that is, by classes), in what subjects of instruction; whether the simultaneous method is not more or less mingled with individual teaching, and on what subjects; to what extent the intellectual, or the mere rote method, is pursued, and on what subjects; how far the interrogative method only is used; how the attainments in the lessons are variously tested in the daily recitations and the quarterly examinations—by individual oral interrogation—by requiring written answers to written questions, or by requiring an abstract of the lesson to be written from memory.

(f) *Attainments of Pupils*.—1. *In Reading*; whether the higher pupils can read with ordinary facility only, or with ease and expression, as prescribed in the programme. 2. *Spelling*; whether they can spell correctly, and give the meaning and derivation of words. 3. *Writing*; whether they can write with ordinary correctness, or with ease and elegance. 4. *Drawing*; linear, ornamental, architectural, or geometrical; whether taught, and in what manner. 5. *Arithmetic*; whether acquainted with the simple rules, and skilful in them; whether acquainted with the tables of moneys, weights, measures, and skilful in them; whether acquainted with the compound rules, and skilful in them; whether acquainted with the higher rules, and skilful in them. 6. *Book-keeping*; how far taught. 7. *English Grammar*; whether acquainted with the rules of ortho-

graphy, parts of speech, their nature and modifications, parsing. 8. *Composition*; whether acquainted with the grammatical structure of the language by frequent composition in writing, and the critical reading and analysis of the reading lessons in both prose and poetry. 9. *Geography and History*; whether taught as prescribed in the official programme, and by questions suggested by the nature of the subject. 10. *Christian Morals and Elements of Civil Government*; how far taught, and in what manner. 11. *Algebra and Geometry*; how many pupils, and how far advanced in; whether they are familiar with the definitions, and perfectly understand the reason, as well as practice, of each step in the process of solving each problem and demonstrating each proposition. 12. *Elements of Natural Philosophy, Chemistry, Agriculture and Natural History*, as prescribed in the programme; whether taught; what apparatus for teaching them; how many pupils in each. 13. *Vocal Music*; whether taught, and in what manner. The order of questions is to be suggested by the nature of the subject. The extent and degree of minuteness with which the inspection will be prosecuted, in respect to any, or all of the foregoing and kindred subjects, must, of course, depend on circumstances.

(g) *Miscellaneous*.—How many pupils have been sent to the High School during the year. 2. Whether a visitors' book and register are kept, as required by law. 3. Whether the *Journal of Education* is regularly received by the trustees. 4. Whether the pupils have been examined before being admitted to the school, and arranged in classes, as prescribed by the regulations; and whether the required public examinations have been held. 5. What prizes or other means are offered to excite pupils to competition and study; and whether the merit system of cards issued by the Department is employed. 6. *Library*—Is a library maintained in the section; number of volumes taken out during the year; are books covered and labelled as required; are books kept in library case; is catalogue kept for reference by applicants; are fines duly collected, and books kept in good order; are library regulations observed. 7. How far the course of studies and method of discipline prescribed according to law, have been introduced, and are pursued in the school; and such other information in regard to the condition of the School as may be useful in promoting the interests of Public Schools generally.

5. *Authority of an Inspector in a School*.—The authority of an Inspector in a school, while visiting it, is supreme; the Masters, Teachers, and pupils, are subject to his direction; and he shall examine the classes and pupils, and direct the Masters or Teachers to examine them, or to proceed with the usual exercises of the school, as he may think proper, in order that he may judge of the mode of teaching, management and discipline in the school, as well as of the progress and attainments of the pupils.

6. *Procedure in the Visitation of Schools*.—On entering a school, with a view to its inspection, and having courteously introduced himself to the teacher, if a stranger, or, if otherwise, having suitably addressed him, the Inspector shall:

(1.)—Note in the Inspector's book, the time of his entrance, and on leaving, the time of his departure from the school.

(2.)—See whether the business going on corresponds with that assigned to that particular hour on the time table, and generally whether the arrangements which it indicates agree with the prescribed programme of studies, and are really carried out in practice. If not, he should at once privately notify the Master or Teacher of the omission, and the penalty for neglect to observe the regulations.

(3.)—Examine the registers, and other school records, and take notes of the attendance of pupils, number of classes in the schools at the time of his visit, &c.

(4.)—Observe the mode of teaching, the management of the school, and generally its tone and spirit; also whether the bearing, manner, and language of the teacher, his command over the pupils, and their deportment at the time of his visit, are satisfactory.

7. *Intercourse with Teachers and Pupils.*—In his intercourse with Masters and Teachers, and during his visit to their schools, the Inspector should treat them with kindness and respect, counselling them privately on whatever he may deem defective or faulty in their manner and teaching; but by no means should he address them authoritatively, or in a fault-finding spirit in the presence or hearing of the pupils.

8. *See to Attendance of Children at School.*—The Inspector should see that the provisions in the twenty-sixth (19), and hundred and fifty-sixth and following sections of the School Act, in regard to the right of every child in the municipality under his jurisdiction to attend some school, are not allowed to remain a dead letter; but he should, when necessary, frequently call attention to the subject, and examine the school census of the section or division.

9. *Teachers Visiting other Schools.*—County and City Inspectors shall have authority to allow teachers to visit schools, under the restrictions contained in regulation eight of the “*Additional Duties of Masters and Teachers.*”

10. *Payments to Teachers’ Superannuation Fund.*—The hundred and twelfth (5), and hundred and fourteenth (19) sections provide for the collection by County, City and Town Inspectors of the superannuation money from the teachers, and the transmission of the same to the Education Department. This may be done in registered letters, or by deposit to the credit of the Chief Superintendent of Education, in any of the branches of the Bank of Commerce or the Royal Canadian Bank. In this latter case the deposit certificate should be transmitted, with the list of names, without delay, to the Education Department.

[NOTE.—If the Board of Trustees in cities and towns prefer it, they can direct the treasurer to deduct the full amount of the male teachers’ half yearly subscription in one sum from the salaries payable to such teachers, and transmit it, as above, through the Inspector (who is by law responsible for the performance of this duty) to the Department.]

11. *Granting Special Certificates.*—The School Law (section one hundred and twelve, sub-section 24) authorizes Inspectors “to give any candidate, *on due examination*, according to the programme authorized for the examination of teachers, a certificate of qualification to teach school within the limits of the charge of the Inspector,

until (but no longer than) the next ensuing meeting of the board of examiners of which such Inspector is a member ; no such certificate shall be given a second time, or be valid if given a second time, to the same person in the same county." In giving effect to this provision of the Act, Inspectors will observe : (1) that they are required to examine all candidates desiring special certificates ; (2) that they are not authorized to grant "permits," or endorse as good any previous certificates of the applicant, unless under general regulations herein provided ; (3) that the special certificates given can only have the value of those of the third class and be valid "within the limits of the charge of the Inspector ;" (4) that under no circumstances can they give a special certificate to a teacher who has already previously received one from any (Local Superintendent or) Inspector in the same county ; and (5) that no certificate can be given to a teacher who has been rejected by the Board of Examiners, unless by consent of the Board and of the Chief Superintendent.

12. *Suspension of Certificates.*—When an Inspector finds it necessary to suspend the certificate of a Master or Teacher, he should not do so on the mere report of improper conduct, immorality or incompetency, but he should give the master or teacher due notice of the charge against him, and afford him a full opportunity for defence ; and he should also examine carefully into the alleged facts of the case, and, if necessary, visit the school and assure himself personally of their truth before proceeding to suspension.

[NOTE—Officers required by law to exercise their judgments are not answerable for mistakes in law, or mere errors of judgment, without any fraud or malice.]

13. *Supply of Blank Forms of Returns.*—Inspectors are responsible for obtaining blank reports from the Education Department, at the proper periods of the year, and supplying them to the Public Schools, and also for the prompt despatch of the blank forms of yearly and half-yearly returns directly to the trustees ; and the trustees are equally responsible (in addition to the penalty imposed by law) for the delivery of the returns and reports to their Inspector, within ten days after the close of the year or half-year.

14. *Returns of attendance of Pupils.*—The Inspector should see that the aggregate attendance of each school is correctly added up, and divided by the divisor for the half-year, and that no lost time is made up by teaching on Saturdays, or other holidays or vacations. (See note to regulation 4, of "*Terms, Hours of Teaching, etc.*") Under regulation eight, of the "*Additional Duties of Masters and Teachers*," teachers may employ certain days in the year in visiting other schools. In order that the school may not lose a corresponding proportion of the School Fund, the Inspector is authorized to add a proportionate amount of average attendance for time so employed, or by using a smaller divisor. After having examined and tested the correctness of the return, the Inspector should file away and carefully preserve it, so that it may be handed over, with other school documents, to his successor, when he retires from office.

15. *Check against incorrect Returns.*—The half yearly return of the pupils' names, and number of days on which they attended during each month, will be a check against false or exaggerated

returns ; as the Inspector can, in his visit to any school, take the return with him, compare it with the school register, and make any further enquiries he may deem necessary. He should also, at his visits to the school, take notes in his book of the school attendance, &c. The return, carefully compiled, will furnish materials for the statistical tables in the Inspector's report, and will show at what periods of the year the attendance of pupils at the schools is the largest, and how many attend school two, four, six, &c., months of the year, as required under the compulsory sections of the Act.

16. *Apportionment of School Grant.*—The returns in the trustees' half-yearly reports must form the basis for apportioning the School Fund to the several public schools of each township. The Legislative Grant forms the School Fund for the first half year, and the Municipal Assessment the School Fund for the second half year. The Inspector is required to apportion each half year's School Fund to every section, whether the school be in operation or not, for that half year. In making the apportionment, the attendance of non-resident* pupils (authorized by the one hundred and forty-sixth section of the Consolidated School Act,) is to be reckoned as belonging to the section in which they are actual residents, and not to the section in which they may attend school. See regulation 15 of "*Duties of Trustees.*"

17. *Cheques to Teachers.*—Any cheques for school money due a section, must be made payable to the (qualified) teacher or his order, and to no other person (see hundred and twelfth (4) section of the School Act) ; and no cheque can be given to such teacher except on an order signed by a majority of the trustees of the school section, and attested by a lawful corporate seal, and then only for the time during which the teacher has held a legal certificate of qualification, not cancelled, suspended, recalled or expired. (See twenty-sixth (12) and ninetieth sections of the School Act.) In giving cheques to male teachers the half-yearly payment of two dollars to the Superannuated Teachers' Fund must be deducted by the Inspector. (See regulations 10 and 25 of this chapter.)

18. *Use of Authorized Text Books.*—Inspectors are required by law (section 112 (10)) to see that the law and regulations on the subject of text books are carried out.

19. *The Inspector an Umpire, and ex-officio Examiner.*—The law virtually makes Inspectors umpires in all arbitrations relating to

* *Non-resident pupils* are those whose parents or guardians are not residents of the section or school division. Such pupils do not become residents by boarding in the section or division while attending school, until the expiration of a year. (This rule does not apply to apprentices, or to parties who move into the section with a view to become *bona fide* residents.) A ratepayer in a section or division employing temporarily a minor (whose parents or guardians reside outside of the section, &c.) cannot lawfully report such minor in the school census, nor claim to send him as a resident unless he is duly apprenticed to such ratepayer. Adopted children and orphans, having guardians, who are *bona fide* residents, and other children who are *bona fide* residents of the school section or division, not having parents or guardians shall not be admitted until the guardian, adopted parent, friend, or person with whom they reside, shall furnish the trustees with satisfactory evidence of such adoption, guardianship or *bona fide* residence.

school sites, and differences of opinion between auditors in regard to school section accounts. It also authorizes them to call the meetings of Reeves and Inspectors, for the formation or alteration of union school sections, and requires them to transmit to the township clerk information of all such changes as they may make in the boundaries of school sections. It further authorizes them to settle all local school disputes, school elections, &c., subject to an appeal to the Education Department against their decision. The Inspectors are also members of the Board of Examiners for the examination of teachers, also for the admission of pupils to the High Schools.

20. *Chairman of Examining Board.*—The Inspector shall act as Chairman of the Board of Examiners, and shall perform such other duties as are prescribed for him in the *Powers and Duties of Public School Examiners*; and the Inspector shall notify the Education Department at least two weeks before the half-yearly examination, of the number of copies of the examination papers which will be required for his county, city or town.

21. *As to School Meetings and Elections.*—The law requires County Inspectors to decide upon any complaints which may be made within twenty days in regard to the election of (rural) school trustees, or in regard to any proceedings at school meetings. The law declares that the decision must be either “to confirm” or “set aside” the election or proceeding (subject to an appeal to the Chief Superintendent), and not to dismiss the complaint, or refuse to entertain it. If the proceedings be set aside, a reasonable time should be allowed to permit the parties concerned to appeal before calling another meeting, or otherwise carrying out the decision of the Inspector. The decision should be given as soon as possible, but not necessarily within the twenty days. A reasonable time may be taken by the Inspector to investigate the complaint, and if he desires it, to apply to the Chief Superintendent, for advice on any doubtful point.

22. *To decide Cases, and give Counsel and Advice.*—The Inspector should promptly adjudicate upon all cases submitted to him, after hearing both sides, and give such counsel and advice (in harmony with the School Law and Regulations) as shall in his judgment best promote the interests of the schools, and prevent disputes and litigation in the various neighbourhoods.

23. *Conditions of Payment of Inspector's Salary.*—The proportion of each County Inspector's salary, payable by the Government, will be certified quarterly to the Provincial Treasurer by the Chief Superintendent, on the following conditions :—

(1) That the name and address of the Inspector appointed by the County Council has been duly certified to the Education Department by the County Clerk.

(2) That such Inspector possesses a legal certificate of qualification from the Education Department.

(3) That he has faithfully performed the duties of his office during the time specified in regulation two of this chapter, and in the manner prescribed by the law and regulations.

(4) That he has promptly transmitted half-yearly to the Education Department, with the names of the Teachers (to be afterwards

certified from his cheques by the County Auditors at the end of each year), the semi-annual subscriptions to the Superannuated Teachers' Fund by the male teachers under his jurisdiction.

(5) That the required reports and returns have been duly sent in to the Education Department, and found to be correct (including his annual special report on each school, as provided for in regulation five of this chapter).

[NOTE.—Each Public or Separate School-house in use for a school in a legally established (or duly recognized) school section or division, within the jurisdiction of the Inspector, shall be counted as one school (whether such school be in actual operation, or temporarily closed for not longer than six months). And each department of a school, with a register of its own, and taught in a separate room or flat of a building, so as to involve the additional oversight and examination of an ordinary school, on the part of an Inspector at his official visits, shall also be counted as one school; but a school with one or more departments, when closed, shall only be regarded as one school, for the time limited above—beyond which time no school which is closed shall be counted.]

VI. Qualifications and Duties of Public School Examiners.

1. *Law respecting the Constitution and Payment of the Board.*—The School Law provides that every County Council (section 115), and every City Public School Board, shall appoint a county or city Board of Examiners, for the examination and licensing of teachers, in accordance with the regulations provided by law, consisting of the county or city Inspector (as the case may be,) and two or more other competent persons, whose qualifications shall, from time to time, be prescribed by the Council of Public Instruction; in no such Board shall the number of members exceed five; in all cases the majority of the members appointed shall constitute a quorum for the transaction of business; and the payment of their expenses is to be provided for by the County Council or City School Board (section 117).

2. *Qualifications.*—The Examiners shall be appointed annually from among persons holding the legal certificates of qualification granted by the Education Department. [School Acts, 37 Vict., chap. 28, sec. 115 *a*; and chap. 27, sec. 27 (21).] All Head Masters of Grammar or High Schools, and those Graduates in Arts who have proceeded regularly to their degrees in any University in the British Dominions, and have taught in a college or school not less than three years; all candidates for Degrees in Arts in the Universities of the United Kingdom, who, previously to the year 1864, possessed all the statutable requisites of their respective Universities for admission to such degrees, and have taught in a college or school not less than three years; and all Teachers of Common or Public Schools who have obtained First-class Provincial Certificates of qualification, or who may obtain

NOTE.—*Certificates of Eligibility*—Candidates entitled to Certificates of Eligibility as County or City Inspectors or Examiners, will receive them on application to the Education Department, and no appointment will be recognized as valid unless the person holds such certificate.

such certificates under the provisions of the present law, shall be considered as legally qualified to be appointed members of a County or City Board of Examiners, without further examination, on their obtaining from the Education Department, for the satisfaction of the County Council or City Board, a certificate of their having complied with this regulation, and being eligible under its provisions.

3. *Granting of Certificates.*—The duties and powers of the Examiners, and the conditions under which certificates are to be granted, are contained in the hundred and eighteenth and following sections of the Act.

4. *Meetings of Examiners.*—The presiding Inspector shall convene meetings of the Examiners, for the purpose of arranging and determining on all matters relative to the examinations, and he shall preside at all such meetings, or, in his absence, any other Inspector present shall preside, or should no Inspector be present, the examiners may elect their own temporary chairman.

5. *Obligation of Examiners.*—Each Examiner, by his acceptance of office, binds himself in honour to give no information to candidates, directly or indirectly, by which the approaching examination of that candidate might be affected.

6. *Suspended Certificates—Appeals.*—The Board of Examiners shall investigate all cases of appeal to it, against the act of the Inspector in suspending a teacher's second or third class certificate, and shall transmit to the Chief Superintendent through the Inspector, its report, together with the evidence taken thereon, in the case of second class certificates (which are Provincial in their character), and the Chief Superintendent, shall either confirm or annul such suspension of a second-class certificate, but the action of the Board of Examiners shall be final with respect to third-class certificates.

VII. Examination of Candidates for Certificates as Public School Teachers and Monitors.

(1.) *General Regulations for the Annual Examination.*

1. *Time and place of Examination.*—The yearly examination of candidates for second and third class certificates, shall be held in each County Town, on a day to be fixed by the Chief Superintendent, in the month of July, in each year, and shall continue for not more than six hours each for five days. It shall be held in such building as may be appointed by the Inspector, who shall give at least three weeks' public notice thereof in such manner as he shall deem expedient. The examination of candidates for first-class certificates, shall be held at the same place on the Tuesday next after the close of the other examination; but all candidates for first-class certificates, who do not already possess second-class Provincial certificates shall be required to previously pass the examination for such second-class certificate.

2. *Notice and Testimonials.*—Every candidate, who proposes to present himself at any examination, shall send in to the presiding Inspector, at least three weeks before the day appointed for the commencement of the examination, a notice stating the class of

certificate for which he is a candidate. and the description of certificate he already possesses, if any ; such notice to be accompanied by the testimonial required by the programme.

3. *Inspector to Preside—His Duties.* — The Inspector shall be Chairman of the Board of Examiners, and as such shall receive and be responsible for the safe keeping, unopened, of the examination papers until the day of the examination. He shall also at the close of the examination of candidates for first-class certificates, seal up separately, and transmit without delay, to the Education Department (by express, prepaid and receipted), the answers received from each candidate, together with all certificates of character, ability and experience in teaching, which such candidates may have presented to the board. He shall further see that the written answers received from candidates for second and third class certificates, and all reports thereon, as approved by the board, together with the list of certificates issued by it, are also, as soon as possible after the close of the examinations, transmitted by express prepaid to the Education Department.

4. *Declaration of Examiners.* — The presiding Inspector shall transmit to the Chief Superintendent, on the first day of the examination, a copy of the following declaration, signed by himself and the other examiners (but such declaration shall not be required more than once from any examiner) :—

“I solemnly declare that I will perform my duty of examiner without fear, favour, affection or partiality towards any candidate, and that I will not knowingly allow to any candidate any advantage which is not equally allowed to all.”

5. *Proceedings at Examination.*—The Inspector shall preside at the opening of the examination ; and, at 9 o'clock on the morning of the first day, in the presence of such of his colleagues as may be there, and of the candidates, he shall break the seal of the package of examination papers received for that examination, from the Education Department. He shall also break open the seal of each additional packet of examination papers as required, in the presence of a co-examiner and of the candidates. He shall further see that at least one examiner is present during the whole time of the examination, in each room occupied by the candidates. He shall, if desirable, appoint one or more of his co-examiners (1) to preside at the examination in any of the subjects named in the programme : (2) to read and report upon the answers as they are received ; but under no circumstances shall a certificate of qualification be awarded to any candidate until the report of his answers, together with his certificates of character and service, etc., shall have been considered and approved by a majority of the board, the Inspector being present.

6. *Viva voce, and Special Examinations in certain subjects.*—The Board of Examiners shall subject the candidates to *viva voce* examination in reading, of the result of which a record shall be made. It shall also have authority to obtain the services of special examiners in vocal music and linear drawing, in case members of the board are not familiar with these subjects. The report of the examiners on these subjects shall be in writing addressed to the Inspector. The payment for such services shall be certified by the Inspector

to the county treasurer or secretary of the City Public School Board under the authority of the hundred and seventeenth section of the School Act.

7. *Appeals from Decisions of Local Examiners.*—Any Teacher who may have been examined by a County or City Board, and any Trustee or Head Master of a High School or Collegiate Institute, shall have the right to appeal to the Chief Superintendent against the decision of a Local Board of Examiners or of a Public or High School Inspector. Every such appeal shall be made in writing to the Chief Superintendent within two weeks from the time when the decision of the Local Board or Inspector is known to the appellant, and not later than one month after the decision itself was communicated to the Teacher or Board concerned. A copy of the appeal, with full particulars of objections, shall be sent by the appellant to the Board or presiding Inspector. No appeal shall be entertained by the Chief Superintendent which is not made in accordance with these regulations.—37 Vic., chap. 27, sec. 32 (2).

8. *Examination to be on Paper—Drawing—Music.*—The examination, except in reading, shall be conducted wholly on paper. A written examination in the principles of linear drawing and vocal music will be required of all candidates. The further special examination in linear drawing, on the blackboard, and practice of vocal music, provided for in Regulation 10 of the *Powers and Duties of Examiners*, is at the discretion of each Board.

9. *Information for Chief Superintendent.*—The presiding Inspector shall furnish to the Chief Superintendent full returns and other information in all matters relating to the results of the examinations, and any points relative to the examinations, on which a majority of the Examiners do not agree, shall be referred to the Chief Superintendent for decision.

10. *Directions as to the Papers of Candidates.*—The candidates, in preparing their answers, will write only on one page of each sheet. They will also write their names on each sheet, and having arranged their papers in the order of the questions, will fold them once across and write on the outside sheet their names, and the class of certificate for which they are competing. After the papers are once handed in, the Examiners will not allow any alteration thereof, and the presiding Inspector is responsible for the subsequent safe-keeping of the same, until he has transmitted them, with all surplus Examination Papers, to the Education Department.

11. *Punctuality in Proceeding.*—The presiding Inspector or Examiner must be punctual to the moment in distributing the papers, and in directing the candidates to sign their papers at the close of the allotted time. No writing, other than the signature, should be permitted after the order to sign is given. The candidates are required to be in their allotted places in the room before the hour appointed for the commencement of the examination. If a candidate be not present till after the commencement of the examinations, he cannot be allowed any additional time on account of such absence.

12. *Two Examiners for each Paper.*—In examining the answers of candidates, two Examiners at least should look over and report on each paper.

13. *Marking Values of Answers.*—The Central Committee of Examiners appointed by the Council of Public Instruction will, in a paper, assign numerical values to each question or part of a question, according to their judgment of its relative importance. The local Examiners will give marks for the answer to any question in correspondence with the number assigned to the question and the completeness and accuracy of the answer.

14. *Marks required for a Certificate.*—In order that a candidate may obtain a second-class certificate, the sum of his marks must amount, for grade A, to at least two-thirds, and for grade B, to one-half of the aggregate value of all the papers; in both cases great importance should be attached to accurate spelling. The candidate must also obtain for grade A, two-thirds, and for grade B, one-half of the marks assigned to *each* of the subjects of *Arithmetic* and *Grammar*. In order to obtain a third-class certificate, the marks must be not less than one-half of the aggregate value of all the papers for certificates of that rank. A candidate for a second-class certificate, who fails to obtain it, may be awarded a third class certificate, provided such candidate obtains what would be equivalent to fully one-half of the aggregate value of all the papers for a third-class certificate.

15. *Arrangement of Names.*—The names of successful candidates shall be arranged alphabetically, in classes and grades.

16. *Penalty for Copying—Evidence.*—In the event of a candidate copying from another, or allowing another to copy from him, or taking into the room any books, notes, or anything from which he might derive assistance in the examination, it shall be the duty of the presiding Examiner, if he obtain clear evidence of the fact at the time of its occurrence, to cause such candidate at once to leave the room; neither shall such candidate be permitted to enter during the remaining part of the examination, and his name shall be struck off the list. If, however, the evidence of such case be not clear at the time, or be obtained after the conclusion of the examination, the Examiner shall report the case at a general meeting of the Examiners, who shall reject the candidate if they deem the evidence conclusive.

(2.) *Conditions required of Candidates for Certificates.*

1. *Third Class—Age and Character.*—To be eligible for examination for a Third-class (County) Certificate, the Candidate, if a female, must be sixteen years of age; if a male, must be eighteen years of age; and must furnish satisfactory proof of temperate habits and good moral character.

2. *Second Class—Age, Character and Experience.*—Candidates for Second-class (Provincial) Certificates must furnish satisfactory proof of temperate habits and good moral character, and of having successfully taught in a school three years, except in the special cases hereinafter provided. The Candidate must also have previously obtained either a Third-class Certificate under the present system of examinations, or a First or Second Class Certificate under the former system.

3. *First Class—Age, Character and Experience.*—A Candidate for a First-class (Provincial) Certificate must furnish satisfactory

proof of temperate habits and good moral character, and of having successfully taught in a school five years, or two years, if during that period he has held a Second Class Certificate, granted under these regulations, and all Candidates for First Class Certificates, who do not already possess Second Class Provincial Certificates, shall be required to previously pass the examination for such Second Class Certificate.

4. *Teachers for French and German Settlements.*—In regard to teachers in French or German settlements, a knowledge of the French or German Grammar respectively may be substituted for a knowledge of the English Grammar, and the certificates to the Teachers expressly limited accordingly. The County Councils within whose jurisdiction there are French or German settlements, are authorized to appoint one or more persons (who in their judgment may be competent) to examine candidates in the French or German language, at the annual examinations.

(a) *Candidates from the Normal School—When eligible.*—Attendance at the Normal School for Ontario, with the required practice in the Model Schools, and passing the requisite examination for a First Class Certificate, shall be considered equivalent to teaching five years in a public or private school. So also, attendance at the Normal School, with the required practice in the Model School, and passing the requisite examinations for a Second Class Certificate, shall be considered equivalent to teaching three years in a public or private school. But those Normal School students only shall be eligible to compete for First or Second Class Provincial Certificates, who shall have successfully passed a terminal examination in the subjects prescribed in the programme, and received a Normal School Certificate to that effect.

(3) *Value and Duration of Certificates.*

1. *First and Second Class.*—First and Second Class Certificates are valid during good behaviour, and throughout the Province of Ontario. A First Class Certificate of any grade renders the holder eligible for the office of Examiner of Public School Teachers; that of the highest grade (A) renders the holder eligible for the office of Public School Inspector. Certificates of eligibility for these offices are to be obtained on application at the Education Office.

2. *Third Class.*—Third Class Certificates are valid only in the county where given or endorsed, and for three years only, and not renewable except on the recommendation of the County Inspector; but a teacher holding a Third Class Certificate may be eligible in less than three years for examination for a Second Class Certificate, on the special recommendation of his County Inspector.

3. Third Class Certificates shall only be endorsed by a Public School Inspector having jurisdiction, at the request in writing of a School Corporation, and on condition that the holder present a certificate of good moral character, signed by a clergyman within a month of the date of such application.

4. A Third Class Certificate shall be endorsed but once by the same Inspector, and in no case by more than two Public School

Inspectors, nor shall it be endorsed in a county in which the holder had previously held one of the same grade.

(4) *Qualifications of Monitors and Assistants—Their Certificates.*

Inspector may grant Certificates—Conditions.—At the request in writing of any Public or Separate School Corporation, a Public School Inspector may admit to examination any senior pupil or other candidate for the position of Monitor or Assistant in such School, on the following conditions :—

(a) The pupil or other candidate shall present to the Inspector a certificate of good moral character, signed by a clergyman.

(b) The subjects of examination for the position of Monitor shall be Reading, Writing, Spelling, and the elementary parts of Grammar, Geography, and Arithmetic.

(c) The subjects of examination for the position of Assistant Teacher, shall be those prescribed for Third Class Certificates.

N. B.—A competent knowledge of those subjects, at the discretion of the Inspector, shall be required.

(d) No candidate shall be admitted to examination for a Monitor's certificate under fifteen years of age, or from a lower class than the Fourth ; nor for a certificate as an assistant under sixteen years of age, or from a lower class than the Fifth.

Duration of such Certificates.—No certificate shall be given for a longer period than one year. Such certificate may be specially renewed for twelve months at the discretion of the Inspector ; but no certificate shall be granted a third time without re-examination.

Inspector may suspend or Cancel.—A certificate may be suspended or cancelled at the discretion of an Inspector, for any cause which he may deem sufficient to warrant it.

Report to Chief Superintendent.—All certificates granted, suspended or cancelled, and all other information desired, shall be duly reported by the Inspectors to the Chief Superintendent of Education. 37 Vict., chap. 28, secs. 112 (27), and 114 (18.)

(5) *Minimum Qualifications required for Teachers' Certificates.*

1. *Third Class County Certificates.*

Reading.—To be able to read any passage selected from the authorized Reading Books intelligently, expressively, and with correct pronunciation.

Spelling.—To be able to write correctly any passage that may be dictated from the Reading Book.

Etymology.—To know the prefixes and affixes (Authorized Spelling Book, pp. 154–169).

Grammar.—To be well acquainted with the elements of English Grammar, and to be able to analyze and parse, with application of the rules of Syntax, any ordinary prose sentence (Authorized Grammars).

Composition.—To be able to write an ordinary business letter correctly, as to form, modes of expression, &c.

Writing.—To be able to write legibly and neatly.

Geography.—To know the definitions (Lovell's General Geography), and to have a good general idea of physical and political geography, as exhibited on the maps of Canada, America generally, and Europe.

History.—To have a knowledge of the outlines of Ancient and Modern History (Collier), including the introductory part of the History of Canada, pp. 5-33 (Hodgins).

Arithmetic.—To be thoroughly acquainted with the Arithmetical Tables, Notation and Numeration, Simple and Compound Rules, Greatest Common Measure and Least Common Multiple, Vulgar and Decimal Fractions and Proportion, and to know generally the reasons of the processes employed ; to be able to solve problems in said rules with accuracy and neatness. To be able to work, with rapidity and accuracy, simple problems in Mental Arithmetic (Authorized Text Book). To be able to solve ordinary questions in Simple Interest.

Education.—To have a knowledge of School Organization and the classification of pupils, and the School Law and Regulations relating to Teachers.

2. *Second Class Provincial Certificates.*

Reading.—To be able to read intelligently and expressively a passage selected from any English author.

Spelling.—To be able to write correctly a passage dictated from any English author.

Etymology.—To know the prefixes, affixes, and principal Latin and Greek roots. To be able to analyze etymologically the words of the Reading Books (Authorized Spelling Book).

Grammar.—To be thoroughly acquainted with the definitions and grammatical forms and rules of Syntax, and to be able to analyze and parse, with application of said rules, any sentence in prose or verse (Authorized Text Books).

Composition.—To be familiar with the forms of letter writing, and to be able to write a prose composition on any simple subject, correctly as to expression, spelling and punctuation.

Writing.—To be able to write legibly and neatly a good running hand.

Geography.—To have a fair knowledge of physical and mathematical geography. To know the boundaries of the Continents ; relative positions and capitals of the countries of the world, and the positions, &c., of the Chief Islands, Capes, Bays, Seas, Gulfs, Lakes, Straits, Mountains, Rivers and River-slopes. To know the forms of government, the religions and the natural products and manufactures of the principal countries of the world (Lovell's General Geography).

History.—To have a good knowledge of general, English and Canadian History (Collier and Hodgins).

Education.—To be familiar with the general principles of the science of Education. To have a thorough knowledge of the approved modes of teaching Reading, Spelling, Writing, Arithmetic, Grammar, Composition, Geography, History, and Object Lessons. To be well acquainted with the different methods of School Organi-

zation and Management—including School Buildings and arrangements, classification of pupils, formation of time and limit tables, modes of discipline, &c., &c. To give evidence of practical skill in teaching.

School Law.—To have a knowledge of the School Law and Official Regulations relating to Trustees and Teachers.

Music.—To know the principles of Vocal Music. } See Regulation

Drawing.—To understand the principles of } 8 in this section.
Linear Drawing.

Book-Keeping.—To understand Book-Keeping by single and double entry.

Arithmetic.—To be thoroughly familiar with the Authorized Arithmetic in theory and practice, and to be able to work problems in the various rules. To show readiness and accuracy in working problems in Mental Arithmetic.

Mensuration.—To be familiar with the principal rules for Mensuration of Surfaces.

Algebra.—To be well acquainted with the subject as far as the end of section 153, page 129, of the Authorized Text Book (Sangster).

Euclid.—Books I. II. with problems.

NOTE.—For female teachers only the first book of Euclid is required.

Natural Philosophy.—To be acquainted with the properties of matter and with Statics, Hydrostatics and Pneumatics, as set forth in pages 1-100, Sangster's Natural Philosophy, Part I.

Chemistry.—To understand the elements of Chemistry, as taught in the first part of Dr. Ryerson's First Lessons in Agriculture, pages 9-76.

Botany.—To be familiar with the structure of plants, etc., and the uses of the several parts (First Lessons in Agriculture).

Human Physiology.—Cutter's First Book on Anatomy, Physiology and Hygiene.*

3. *Additional for Second Class Teachers who desire Special Certificates for Teaching Agriculture under Section twenty-seven (19) of the School Act, 37 Vic. Chap. 27.*

Natural History.—General view of Animal Kingdom—Characters of principal classes, orders and genera—(Gosse's Zoology for Schools, or Wood's Natural History).

Botany.—Vegetable Physiology and Anatomy—Systematic Botany—Flowering Plants of Canada—(Gray's How Plants Grow).

Agricultural Chemistry.—Proximate and ultimate constituents of plants and soils—Mechanical and Chemical modes of improving soils—Rotation of Crops—Agricultural and Domestic Economy, &c. (Dr. Ryerson's First Lessons in Agriculture).

* The following little works are also highly recommended for perusal, both by Teachers and Pupils, viz.:—"The House I Live In," by T. C. Girtin, Surgeon (Longmans), and "Our Earthly House and its Builder." (Religious Tract Society.)

4. *First Class Provincial Certificates.*

Reading.—To be able to read intelligently and expressively a passage selected from any English author.

Spelling.—To be able to write correctly a passage dictated from any English author.

Etymology.—As for Second Class Teachers.

Grammar.—To be thoroughly acquainted with the subject, as contained in the Authorized Text Books.

Composition.—As for Second Class Teachers.

English Literature.—To have a general acquaintance with the history of English Literature (Collier).

Writing.—As for Second Class Teachers.

Geography.—As for Second Class Teachers, and in addition to possess a special knowledge of the Geography of British America and the United States, including the relative positions of the Provinces and States, with their capitals; to understand the structure of the crust of the earth; use of the globes (Lovell's General Geography, and Keith on the Globes).

History.—General English and Canadian (Collier and Hodgins).

Education.—As for Second Class Teachers, and in addition to possess a good knowledge of the elementary principles of Mental and Moral Philosophy; and to be acquainted with the methods of teaching all the branches of the Public School course.

School Law.—To be acquainted with the Law and Official Regulations relating to Trustees, Teachers, Municipal Councils, and School Inspectors.

Music.—To know the principles of Vocal Music.

Drawing.—To evince facility in making perspective and outline sketches of common objects on the blackboard.

Book-Keeping.—As for Second Class Teachers.

Arithmetic.—To know the subject as contained in the Authorized Arithmetic, in theory and practice, to be able to solve problems in arithmetical rules with accuracy, neatness and despatch. To be ready and accurate in solving problems in Mental Arithmetic.

Mensuration.—To be familiar with rules for Mensuration of Surface and Solids.

Algebra.—To know the subject as contained in the Authorized Text Book completed.

Euclid.—Books I. II. III. IV., Definitions of V., and Book VI. with exercises.

NOTE.—For female teachers, the first book only of Euclid is required. If, however, the candidate desires a certificate of eligibility as an Examiner, the same examination must be passed in Euclid as is required of male teachers.

Natural Philosophy.—As for Second Class Teachers; and, in addition, to be acquainted with Dynamics, Hydrodynamics and Acoustics, pp. 109-167, Sangster's Natural Philosophy, Part I.

Chemical Physics.—To have a good general acquaintance with the subjects of Heat, Light and Electricity.

Chemistry.—As for Second Class Teachers; and to be familiar with the Definitions, Nomenclature, Laws of Chemical Combination, and to possess a general knowledge of the Chemistry of the Metalloids and Metals (Roscoe).

Human Physiology.—As for Second Class Teachers.

Natural History.—General View of Animal Kingdom—Characters of principal classes, orders and genera (Gosse's Zoology for Schools or Wood's Natural History).

Botany.—Vegetable Physiology and Anatomy—Systematic Botany—Flowering Plants of Canada (Gray's How Plants Grow).

Agricultural Chemistry.—Proximate and ultimate constituents of plants and soils—Mechanical and Chemical modes of improving soils—Rotation of crops, &c., &c. (Dr. Ryerson's First Lessons in Agriculture).

VIII. Powers and Duties of Masters and Teachers of Public Schools.

Note on Legal Obligation.—The ninetieth and the following sections of the School Act, prescribe, in explicit and comprehensive terms, the duties of teachers ; and no teacher can legally claim his salary who disregards the requirements of the law. Among other things the Act requires each teacher to “ maintain proper order and discipline in his school, according to the authorized forms and regulations.” The law makes it the duty of the Chief Superintendent of Education to provide the forms, and the Council of Public Instruction prescribes the following regulations for the guidance of masters and teachers in the conduct and discipline of their schools.

1. *Designation of Master and Teachers.*—In every school in which there are two or more teachers employed therein, the trustees shall determine who shall be considered as the master of the school. The head teacher employed in any Public School, in which there is more than one teacher, shall be designated and known as the *master*, and the others shall be named first, second, or third, &c., *assistant teacher*.

(1) POWERS AND DUTIES OF MASTERS.

Authority as a Public Officer.—The master of every school is a public officer, and, as such, shall have power, and it shall be his duty to observe and enforce the following rules :—

1. *See that the Rules are observed.*—He shall see that these general rules and regulations, and any special rules (not inconsistent with them) which may be approved by the trustees for their respective schools, are duly and faithfully carried out, subject to appeal, in case of dissatisfaction, to the Inspector.

2. *Prescribe Duties of Teachers.*—He shall prescribe (with the assent of the trustees) the duties of the several teachers in his school, but he shall be responsible for the control and management of the classes under their charge.

3. *Power to Suspend Pupils.*—He shall suspend (subject to appeal, by the parent or guardian, to the trustees) any pupil, for any of the following reasons :

- (1.) Truancy persisted in.
- (2.) Violent opposition to authority.
- (3.) Repetition of any offence after notice.
- (4.) Habitual and determined neglect of duty.

(5.) The use of profane, obscene, or other improper language.

(6.) General bad conduct, and bad example, to the injury of the school.

(7.) Cutting, marring, destroying, defacing, or injuring any of the Public School property, such as buildings, furniture, fences, trees, shubbery, seats, &c.; or writing any obscene or improper words on the fences, privies, or any part of the premises; provided that any master suspending a pupil for any of the causes above-named, shall immediately, after such suspension, give notice thereof, in writing, to the parent or guardian of such pupil, and to the trustees, in which notice shall be stated the reason for such suspension; but no pupil shall be expelled without the authority of the trustees. [See also regulation 2 of the "*Duties of Assistant Teachers.*" which also applies to Masters.]

4. *Expulsion of Pupils.*—When the example of any pupil is very hurtful to the school, and in all cases where reformation appears hopeless, it shall be the duty of the master, with the approbation of the trustees, to expel such pupil from the school. But any pupil under public censure, who shall express to the master his regret for such a course of conduct, as openly and explicitly as the case may require, shall with the approbation of the trustees and master, be re-admitted to the school. The hundred and eighty-second section of the School Law, declares "that any pupil who shall be adjudged so refractory by the trustees (or by a majority of them) and the teacher, that his presence in the school is deemed injurious to the other pupils, may be dismissed from such school, and, where practicable, removed to an Industrial School."

5. *Care of School Property.*—He shall exercise the strictest vigilance over the Public School property under his charge,—the building, outhouses, fences, &c., furniture, apparatus, and books belonging to the school, so that they may receive no injury; and give prompt notice, in writing, to the trustees, or person appointed by them, under regulation 13 of the *Duties of Trustees*, (if in cities, towns, or villages, to the Inspector,) of any repairs which may require to be made to the building, premises, or furniture, &c., and of any furniture or supplies which may be required for the school.

6. *Regulations in regard to School Premises, &c.*—The Trustees having made such provision relative to the school-house and its appendages, as are required by the twenty-sixth (9) section, and the eighty-sixth (5) section of the School Act, and as provided in regulation 9 of the "*Duties of Trustees*," it shall be the duty of the Master to give strict attention to the proper ventilation and temperature,* as well as to the cleanliness of the school house; he shall also prescribe such rules for the use of the yard and out-buildings connected with the school-house, as will insure their being kept in a neat and proper condition; and he shall be held responsible for any want of cleanliness about the premises.

7. *School to be open for Pupils.*—Care must be taken to have the school-house ready for the reception of pupils at least *fifteen* minutes before the time prescribed for opening the school, in order

* See note to (a) of regulation 4 of the "*Duties of Inspectors.*"—Page 5.

to afford shelter to those who may arrive before the appointed hour. (See regulation 12 "*Duties of Assistant Teachers.*")

8. *Out Premises.*—He shall see that the yards, sheds, privies, and other out-buildings are kept in order, and that the school-house and premises are locked at all proper times; and that all deposits of sweepings, from rooms or yards, are removed from the premises.

9. *Fires and Sweeping.*—He shall employ, at a compensation to be fixed by the trustees, a suitable person to make fires, to sweep the rooms and halls daily, and dust the windows, walls, seats, desks, and other furniture in the same; but no assistant teacher or pupil shall be required to perform such duty, unless voluntarily, and with suitable compensation.

10. *Librarian.*—He shall act as librarian of the school, and take charge of the books; also make, keep, and preserve a catalogue of the same; deliver, charge, receive, and credit the volumes given out; and keep a register of the same; number, label, and catalogue the books; and make returns of the library, its books, &c., as required by the library regulations.

11. *The Library.*—He shall keep the library open for the distribution (and return) of books to their scholars, and ratepayers of the school division, on Friday afternoon of each week; but this duty shall not be permitted to interfere with the regular exercises of the school.

12. *Reports.*—He shall make the necessary term, special, or annual reports to the Trustees, to the Inspector or Chief Superintendent, at such times and in such manner as may be required.

13. *General Register.*—He shall keep a daily and a general admission register of the school (to be furnished by the trustees), in the latter of which shall be entered, in each term, the date of the admission of each pupil; his or her name and age; from whence received; the parent's or guardian's name and residence; the names of each of the classes in the school, together with the names of the pupils in each such classes; the promotion of pupils from one class to another; record of attendance of the pupil; date of his leaving the school, and destination, both as to place and occupation; and such other information as shall at all times give a correct idea of the condition of the school.

15. *Religious Exercises—Ten Commandments.*—He shall see that the regulations in regard to *Opening and Closing Exercises of the Day* (Chapter III.) are observed, and that the Ten Commandments are duly taught to all the pupils and repeated by them once a week.

(2.) DUTIES OF ASSISTANT TEACHERS.

The teacher of each class or department of a school shall observe the following regulations:—

1. *Instruction of Pupils.*—He shall give the children under his charge constant employment in the studies prescribed in the authorized programme; and endeavour, by judicious and diversified modes, to render the exercises of the school pleasant, as well as profitable.

2. *Discipline.*—He shall practise such discipline in his school, class, or department, as would be exercised by a kind, firm, and

judicious parent in his family. It is strictly enjoined upon all teachers in the schools to avoid the appearance of indiscreet haste in the discipline of their pupils ; and, in any difficult cases which may occur, to apply to the master, Inspector, or to the trustees (as the case may be) for advice and direction.*

3. *Regulations to be read.*—He shall read, or cause to be read, to his class, at least once in each quarter, (or otherwise inform the pupils of) so much of the regulations as shall be necessary to give them a proper understanding of the rules by which they are governed.

4. *Register.*—He shall keep the register (provided by the Education Department, and furnished by the trustees), and remain their property, in which shall be entered the names and daily attendance of pupils, their proficiency in various studies and other information.

5. *Returns.*—He shall make such returns, and at such times, as may be required by the master, Inspector, or trustees, relating to his class, school or department.

(3.) ADDITIONAL DUTIES OF MASTERS AND TEACHERS.

It shall also be the duty of each master and teacher of a Public and Separate School to observe the following regulations :—

1. *General Principles of Government.*—Masters and teachers are to evince a regard for the improvement and general welfare of their pupils ; treat them with kindness, combined with firmness, and aim at governing them by their affections and reason, rather than by harshness and severity. Teachers shall also, as far as practicable, exercise a general care over their pupils in and out of school, and shall not confine their instruction and superintendence to the usual school studies, but shall, as far as possible, extend the same to the mental and moral training of such pupils, to their personal deportment, to the practice of correct habits and good manners among them, and to omit no opportunity of inculcating the principles of TRUTH and HONESTY, the duties of respect to superiors, and obedience to all persons placed in authority over them.

2. *Merit Cards—Prizes.*—In all the schools, the series of Merit Cards, prepared and authorized by the Education Department, shall be regularly used ; and if prizes are given, it must be on the principles laid down in that series of cards.

3. *State of Feeling among Pupils.*—Masters and teachers shall cultivate kindly and affectionate feelings among the pupils ; discountenance quarrelling, cruelty to animals, and every approach to vice.

4. *Absence.*—No master or teacher shall be absent from the school in which he or she may be employed, without permission of the trustees or Inspector, except in case of sickness, in which case the

* The following are modes to be adopted or avoided :—

(a) *Proper.*—Reproof kindly but firmly given, either in private or before the school, as circumstances require it, or such severe punishment as the case really warrants, administered as directed in the above regulation.

(b) *Improper.*—Contemptuous language, reproof administered in passion, personal indignity or torture, and violation of the laws of health.

absence of such teacher shall be immediately reported to the trustees; and no deduction from the salary of a teacher, within the limits prescribed by law, shall be made on account of sickness, as certified by a medical man.

5. *Subscriptions, Collections, Presents, &c.*—No collection shall be taken up, or subscriptions solicited for any purpose, or notice of shows, or exhibitions given in any Public School, without the consent of the trustees; nor, as provided in the Act (section 143), shall the masters or teachers act as agents for books, or sell stationery, &c., or receive presents (unless presented to them on leaving the school), nor award, without the permission of the trustees, medals or other prizes of their own to the pupils under their charge.

6. *Teachers' Meetings.*—All masters and teachers in cities, towns, and villages, shall regularly attend the teachers' meetings, at such times, and under such regulations, as the Inspector shall direct; and they shall by study, recitations, and general exercises, strive to systematize and perfect the modes of discipline and of teaching in the Public Schools.

7. *Teaching.*—They shall classify the children according to the books used; study those books themselves, and teach according to the improved methods recommended in their prefaces. In giving out the lessons for the next day, difficult parts should be explained, and, where necessary, the best mode of studying them pointed out.

8. *Visiting Schools.*—The Inspector may permit a master or teacher to be absent two of the ordinary teaching days in each half-year, for the purpose of visiting and observing the methods of classification, teaching and discipline practised in other schools than that in which he or she teaches; and such visit, with the name of the school or schools visited, shall be duly reported by such master or teacher to the Inspector;* but such permission shall not be given by the Inspector if the absence of the teacher will be, in his judgment, injurious to the interests of the school; nor shall this permission be granted to any master or teacher who fails to report, or who has employed the time heretofore given to him for this purpose otherwise than in visiting schools, as authorized by this regulation.

9. *Time-Table.*—They shall keep in some conspicuous place in the school-room a Time Table, showing the order of exercises for every day in the week, and the time for each exercise, as prescribed in the programme of studies for Public Schools.

10. *Classes.*—The division of pupils into classes, as prescribed by the programme, shall be strictly observed; and no teacher shall

*Each High and Public School Master and Teacher must give at least three days' notice to the trustee; and, in addition, the High School Master must communicate with the Educational Department, so that he may not be absent during the visits of the Inspector to his school. In order that no loss of apportionment may accrue to any school in consequence of the master's absence under this regulation, a proportionate amount of average attendance will be credited to the school for the time so employed by the teacher; but under no circumstances can lost time be lawfully made up by teaching on any of the prescribed holidays, or half holidays, nor will such time be reckoned by the Department, or be allowed by the Inspector.

be allowed to take his or her class beyond the limits fixed for the classes taught by such teachers, without the consent of the master or Inspector, except for occasional reviews ; but individual pupils, on being qualified, may, with the consent of the master, be advanced from a lower to the higher class.

11. *Quarterly Examination.*—Each class in every school shall be open for public examination and inspection during the last week of every quarter ; and the teacher shall call upon every pupil in the school, unless excused, to review or recite in the course of such examination.

12. *In School at 8 $\frac{3}{4}$ A.M., &c.*—All teachers shall be in their respective schools, and open their rooms for the reception of pupils, at least fifteen minutes in the morning, and five minutes in the afternoon, before the specified time for beginning school ; and during school hours they shall faithfully devote themselves to the duties of their office.

13. *Visitors' Book.*—They shall keep the visitors' book (which is required by law to be furnished by the trustees), in which shall be entered the dates of visits and names of visitors, with such remarks as such visitors may choose to make.

14. *Visitors.*—They shall receive courteously the visitors appointed by law, and afford them every facility for inspecting the books used, and for examining into the state of the school ; shall keep the visitors' book accessible, that the visitors may, if they choose, enter remarks in it.

NOTE.—The frequency of visits to the school by intelligent persons animates the pupils, and greatly aids the faithful teacher.

IX. Duties of Pupils in the Public Schools.

1. *Cleanliness and Good Conduct.*—Pupils must come to school clean and neat in their persons and clothes. They must avoid idleness, profanity, falsehood, and deceit, quarrelling and fighting, cruelty to dumb animals ; be kind and courteous to each other, obedient to their instructors, diligent in their studies, and conform to the rules of their school.

2. *Tardiness* on the part of pupils shall be considered a violation of the rules of the school, and shall subject the delinquents to such penalty as the nature of the case may require, at the discretion of the master.

3. *Leaving before Closing.*—No pupil shall be allowed to depart before the hour appointed for closing school, except in case of sickness, or some pressing emergency ; and then the master or teacher's consent must first be obtained.

4. *Absence.*—A pupil absenting himself from school, except on account of sickness, or other urgent reasons satisfactory to the master, forfeits his standing in the class, and his right to attend the school for the remainder of the quarter.

5. *Excuses.*—Any pupil not appearing at the regular hour of commencing any class of the school which he may be attending, without a written excuse from his parent or guardian, may be denied admittance to such school for the day, or half-day, at the discretion of the teacher.

6. *Punctual Attendance*.—Every pupil, once admitted to school, and duly registered, shall attend at the commencement of each term, and continue in punctual attendance until its close, or until he is regularly withdrawn by notice to the teachers to that effect ; and no pupil violating this rule shall be entitled to continue in such school, or be admitted to any other, until such violation is certified by the parents or guardians to have been necessary and unavoidable, which shall be done personally or in writing.

7. *What School to Attend*.—Pupils in cities, towns, and villages shall be required to attend any particular school which may be designated for them by the Inspector, with the consent of the trustees. And the Inspector alone, under the same authority, shall have the power to make transfers of pupils from one school to another.

8. *Absence from Examination*.—Any pupil absenting himself from examination, or any portion thereof, without permission of the master, shall not thereafter be admitted to any Public School, except by authority of the Inspector, in writing ; and the names of all such absentees shall be reported by the master immediately to the trustees ; and this rule shall be read to the school just before the examination days, at the close of each quarter.

9. *Going to and from School*.—Pupils shall be responsible to the master for any misconduct on the school premises, or in going to or returning from school, except when accompanied by their parents or guardians, or some person appointed by them, or on their behalf.

10. *Supply of Books*.—No pupil shall be allowed to remain in the school unless he is furnished with the books and requisites required to be used by him in the school ; but in case of a pupil being in danger of losing the advantages of the school, by reason of his inability to obtain the necessary books or requisites, through the poverty of his parent or guardian, the trustees have power to procure and supply such pupil with the books and requisites needed.

11. *Fees for Books*.—The fees for books and stationery, &c., as fixed by the trustees in cities and towns, whether monthly or quarterly, or fees for non-resident pupils, shall be payable in advance ; and no pupil shall have right to enter or continue in the school until he shall have paid the appointed fee, or it shall have been paid on his behalf.

12. *Property Injured*.—Any property of the schools that may be injured or destroyed by pupils, must be made good forthwith by the parents or guardians, under a penalty of the suspension of the delinquent pupil. [See (7) of regulation 3 of the “ *Powers and Duties of Masters*.”]

13. *Contagious Diseases*.—No pupil shall be admitted to, or continue in, any of the Public Schools who has not been vaccinated, or who is afflicted with, or has been exposed to, any contagious disease, until all danger of contagion from such pupil, or from the disease or exposure, shall have passed away, as certified in writing by a medical man.

14. *Effects of Expulsion*.—No pupil shall be admitted to any Public School who has been expelled from any school, unless by the written authority of the Inspector. See regulation 4, *Duties of Masters*.

15. *Certificate on Leaving*.—Every pupil entitled thereto shall, when he leaves, or removes from, a school receive a certificate of good conduct and standing, in the form prescribed, if deserving of it.

X.—Public School Boards in Cities, Towns and Incorporated Villages.

1. *Constitution of the Board*.—The School law provides that
For every ward into which any City or Town is divided :

- (a) There shall be two School Trustees, each of whom, after the first election of trustees, shall continue in office for two years, and until his successor has been elected.
- (b) One of the trustees elected shall retire on the second Wednesday in January yearly in rotation (sec. 70).

In every town, not divided into wards, and in every incorporated village, there shall be six school trustees, two of whom, after the first election, shall retire from office yearly on the second Wednesday in January (sec. 75).

2. *Officers of the Board*.—The law requires that there shall be elected annually by the Board from among its own members (1) a *Chairman*. The Board is also required to appoint for such period as it may decide (2) a *Secretary*, and (3) in cities and towns an *Inspector of Schools*. It may also at its discretion appoint (4) a *Collector of school fees* [for contingencies and non-resident pupils], and (5) a *Secretary-Treasurer*.

3. *Proceedings of the Board*.—The Board is authorized by law “to appoint the times and places of their meetings and the mode of calling them ; and of conducting and recording their proceedings, and of keeping all their school accounts.”

4. *Committees of the Board*.—In addition to the officers of the Board mentioned, the Board can most conveniently supervise the details of its work by means of committees, viz., (1) on Finance, (2) School Buildings, (3) Appointment of Teachers, (4) Printing, (5) Repairs and Supplies, (6) School Management, and any others desired. The Board is authorized to “appoint a special committee of not more than three persons [not necessarily members of the Board] for the special charge, oversight, and management of each school within the city, town or village.”

5. *Order of Business*.—At every regular meeting of the Board it is recommended that the order of proceeding shall be :—

- (1) Reading and confirming the minutes.
- (2) Reading and referring letters, memorials, &c.
- (3) Giving notices of motion.
- (4) Taking up unfinished business and former notices.
- (5) Presenting and adopting reports of committees.
- (6) Miscellaneous business.

6. *Rules of Order*:—

(1) *Quorum*. A majority of the members of the Board shall form a quorum.

(2) *The Chairman* shall have one vote on all questions ; but in case of a tie, the question shall be considered lost.

(3) *The Inspector*, by permission of the Board, may be present and speak on any matter connected with his department or duties, but shall have no vote on any question.

(4) *Addressing Chairman*—Every member, previous to speaking, shall rise and address himself to the Chairman.

(5) *Questions and Replies*—Questions asked and replies to members, shall be through the Chairman.

(6) *Order of Speaking*—When two or more members rise at once, the Chairman shall name the member who shall speak first, after which the other member or members shall have the right to address the meeting in the order named by the Chairman.

(7) *Speaking Twice*—No member shall speak more than—minutes or twice (except in Committee) on the same question or amendment, without leave of the meeting, except in explanation of something which may have been misunderstood, or in reply to a question, until every one desiring to speak shall have spoken.

(8) *Motion to be Read*—Each member may require the question or motion under discussion to be read for his information at any time, but not so as to interrupt a member when speaking.

(9) *Filling Blanks*—In filling blanks the largest sum and the longest time shall be put first.

(10) *Non-Debatable Questions*—Motions (1) to adjourn, (2) lie on the table, (3) for the “previous question,” or (4) upon the order of business shall not be debatable.

(11) *Previous Question*—When the “previous question” is decided in the negative, the original question shall then remain before the Board to be debated or put, &c.

(12) *Proper Motions*—When a question is under debate, no motion shall be received but (1) to adjourn, (2) lie on the table, (3) for the “previous question,” (4) to postpone to a day certain, (5) to commit, or recommit to a committee, (6) to award, or (7) to postpone indefinitely—which several questions shall have precedence in the order in which they are named.

(13) *Questions Decided*—No question decided by the Board shall be again raised during the year, without the consent of a majority of the Board.

(14) *Motions before the Meeting*—All motions made and seconded shall be considered in possession of the Board and shall be reduced to writing, whenever required by a member; they may be withdrawn at any time before decision, with the consent of the meeting.

(15) *Kind of Motion to be Received*—When a motion is under debate, no other motion shall be received, unless to amend it or to postpone it, or for adjournment; but no motion or proposition on a subject different from the one under consideration shall be introduced under colour of an amendment.

(16) *Order of Putting Motions*—All questions shall be put in the order in which they are moved. Amendments shall be put before the main motion; the last amendment first, and so on.

7. *Kinds of Schools Authorized*.—The Board is authorized “to determine the number, sites, kind, and description of schools to be established in the city, town or village,” viz :—

- | | |
|--------------------------------|---------------------|
| (1) A central school for boys | } or both combined. |
| (2) A central school for girls | |

- (3) A primary school for each ward.
- (4) Intermediate schools in convenient localities, &c.
- (5) Infant schools in convenient localities or connected with the ward schools.
- (6) Industrial schools for neglected children.

XI.—Powers and Duties of Public School Trustees in Rural Sections.

1. *School Meetings*.—The notice calling an annual or special school meeting, should specify the place, time and objects of the meeting. It may be signed by the secretary, by direction of the trustees, or by a majority of the trustees themselves. The corporate seal need not be attached to it. Three notices should be put up in conspicuous places in the section, at least six days before the meeting. See chapter viii of the regulations.

2. *Declaration of Office*.—Every trustee, on his election, is required by law to make a verbal declaration of office in presence of the chairman of the meeting. If the chairman himself be elected he must make the declaration before the secretary of the meeting. In no case is an oath of office, or signed declaration by the trustee elect, required. The act must be verbally performed.* Even if it be not performed, the trustee is nevertheless a legal trustee until he is fined by the magistrate for neglect to make the declaration. On being fined, the office is vacated, and a new election should be at once held.

3. *Trustees' Tenure of Office—Vacancies*.—Each rural trustee is elected for three years, "and until his successor is elected." After his term has expired, he may refuse re-election for four years. When in office, he may resign, with the consent (in writing) of his colleagues and of the County Inspector. The removal of himself and family from the section at once vacates his office; but if his home and his family remain in the section, he may be temporarily absent for six months at a time before his office becomes vacant.

4. *Personal responsibility of Trustees*.—As moneys may be lost to the section through the dishonesty or carelessness of the trustees, or of the individuals to whom they may entrust it, without their having taken proper security, or, by the neglect or refusal of the trustees to keep open the school during each half-year, the law makes the trustees personally responsible for the loss, and the amount can be recovered from them for the benefit of the section. As the law requires the Inspector to apportion, but (under certain conditions) not to pay money to every section under his jurisdiction—whether a school has been kept in it or not—the amount for

*Even should a trustee's election be appealed against to the Inspector, the trustee himself must hold office, and act until his election is legally set aside. The principle is, that an individual coming into office by colour of an election or appointment, is an officer *de facto* (in fact), and his acts in relation to the public, are valid until he is removed, although it be conceded that his election or appointment was illegal. When his election is confirmed, he becomes a trustee *de jure* (of right) and no further objection can be made to him. (See regulation 23, of the *Duties of Inspectors*.)

which the trustees are responsible can easily be ascertained (on the basis of the attendance of pupils during the corresponding period of the previous year). Trustees are also personally responsible for any contract entered into by the corporation, which they refuse to fulfil. (See the hundred and sixty-eighth and following sections of the School Law.)

5. *Corporate Acts, when lawful.*—Trustees' contracts or other corporate acts and business to be lawful and binding upon the corporation, must be agreed to at a trustees' meeting duly called, of which each member of the corporation has had verbal or written notice from the secretary, or any trustee. The presence and consent of a majority of the corporation is necessary to constitute a valid act of such corporation. The law requires that a record of the proceedings of any school corporation "shall be entered in a book" to be kept for that purpose.

6. *Contracts and Agreements.*—Contracts or agreements with teachers and other parties must be in writing, and sealed with the corporate seal, otherwise they are mere private agreements, which may be enforced against the individuals making them. This rule does not apply to minor purchases or unimportant orders for work required to be done for the corporation, and involving a small outlay. In such cases trustees may authorize one of themselves or their secretary to attend to such matters on their behalf. (See regulation 13 of this chapter.) No trustee can enter into a contract with the corporation of which he is a member, or have any pecuniary claim on it, except for a school site, or as collector of school rates, when duly appointed by his colleagues.

7. *Collector and Treasurer.*—The law requires the trustees to take security from their collector and secretary-treasurer (whether they be members of the corporation, or other parties), before they permit them to enter on the duties of their office. Should they neglect to do so, the trustees render themselves personally responsible for any money lost to the section in consequence of such neglect, and will be required to make it good out of their own pockets.

8. *School Section Accounts.*—The law requires trustees or their secretary-treasurer to furnish the school section auditors with all vouchers for the payment of school money during the year, together with such papers, books, &c., and verbal information on the subject as may serve to explain the items in the accounts. "In case of difference of opinion between the auditors on any matter in the accounts, it shall be referred to and decided by the County Inspector."

9. *Adequate School Accommodation.*—The law declares Trustees "shall provide adequate accommodations for all the children of school age [*i.e.*, that is between the ages of five and twenty-one years resident] in their school division" (*i.e.*, School section, city, town, or village). These "accommodations" to be "adequate," should include—

(1.) A site of an acre, in extent, but in no case less than half an acre.

(2.) A school-house (with separate rooms where the number of pupils exceeds fifty), the walls of which shall not be less than ten feet high in the clear, and which shall not contain less than nine

square feet on the floor for each child in the section or division, so as to allow an area in each room, for at least one hundred cubic feet of air for each child.* It shall also be sufficiently warmed, and ventilated, and the premises properly drained.

(3.) A sufficient paling or fence round the school premises.

(4.) A play ground, or other satisfactory provision for physical exercise, within the fences, and off the road

(5.) A well, or other means of procuring water for the school.

(6.) Proper and separate offices for both sexes, at some little distance from the school-house, and suitably enclosed.

(7.) Necessary school furniture and apparatus, viz. : desks, seats, blackboards, maps, library, presses and books, &c., required for the efficient conduct of the school. (See also note to (a) of regulation 4, of the "*Duties of Inspectors.*")

10. *Site of School-house.*—In any school section should a new school site be deemed desirable, the trustees, or the County Inspector, can call a school meeting to decide the question. Should a difference of opinion arise between a majority of the trustees and the ratepayers on the subject, the matter must be referred to arbitration as provided by law ; but the trustees alone have the legal right to decide upon the size and enlargement of a school site.

11. *Erection of School-house, Teacher's residence, &c.*—The trustees alone have also the power to decide upon the cost, size and description of school-house, or teacher's residence, which they shall erect. No ratepayer, public meeting, or committee, has any authority to interfere with them in this matter. They have also full power to decide what fences, outbuildings, sheds and other accommodations shall be provided on the school site, adjacent to the school house, as provided in regulation 9. To them also exclusively belongs the duty of having the school plat planted with shade trees, and properly laid out.

12. *Use of School-house.*—No school house or lot (unless so provided for in the deed), or any building, furniture, or other thing pertaining thereto, shall be used or occupied for any other purpose than for the use and accommodation of the public schools of the section or division, without the express permission of the trustee corporation, and then only after school hours, and on condition that all damages be made good, and cleaning, sweeping, &c., promptly done.

13. *Care and Repair of School-house.*—Trustees should appoint one of their number, or other responsible person, and give him authority, and make it his duty to keep the school-house in good repair. He should also see to it that the windows are properly filled with glass ; that, at a proper season the stove and pipe are in a fit condition, and suitable wood provided ; that the desks and seats are in good repair ; that the outhouses are properly provided with doors, and are frequently cleaned ; that the blackboards are kept painted, the water supply abundant, and everything is pro-

*Thus for instance, a room for fifty children would require space for 5,000 cubic feet of air. This would be equal to a cube of the following dimensions in feet, viz : 25 x 20 x 10, which is equivalent to a room 25 feet long by 20 wide and 10 feet high.

vided necessary for the comfort of the pupils and the success of the school.

14. *Right of Trustees in regard to Teacher, Apparatus, Books, etc.*—The trustees alone, and *not any public meeting* have the right to decide what teacher shall be employed, how much shall be paid to him, what apparatus, library, and prize books shall be purchased, what repairs, &c., shall be authorized (as provided in regulation 13); in short, every thing they may think expedient to do for the interest of the school.

15. *Expenses of the School.*—The majority of the trustees of every school section, have the right to decide what expenses they will incur for maps, school apparatus, library and prize books, salaries of teachers, and all other expenses of their school (as provided in regulation 14). The trustees are not required to refer such matters to any public meeting whatever; but they alone have the right to decide as to the nature and amount of any expenses which they may judge it expedient to incur for such purposes.

16. *Contents of Half-yearly Returns.*—In filling up the return, the trustees should see that the teacher transcribes from the school register, according to the register number, the name of each pupil admitted to the school during the half year, and the number of days such pupil may have attended during each month of that period. The attendance of no child can exceed the number of authorized teaching days at the head of each monthly column of the return. The names of all children whose parents or guardians reside, or have taxable property in the school section, are to be included as “residents,” but no others. “Non-resident children” are those whose parents or guardians do not reside, but may, in some cases, have taxable property in the section. Such children are to be separately reported in the place assigned for non-resident children in the return. Children who are visitors in the section, or boarders, for less than a year, whose parents or guardians do not live in the section, are also non-residents. See note to regulation 16 of the *Duties of Inspectors*.

17. *Trustees to send in Returns.*—The law requires trustees to transmit their returns, signed by a majority of the corporation and the teacher, (with the corporate seal attached) to the Inspector immediately (or within ten days at farthest), after the close of the year or half-year, to which they refer. Trustees neglecting to make their returns, forfeit the amount which might otherwise have been payable to their school, and become personally liable to their section for the amount thus forfeited or lost, on the complaint of any person to a magistrate:—See thirty-first section of the Consolidated Public School Act, and regulation of the *Duties of Inspectors*.

18. *Union School Section Returns.*—The trustees of union school sections will transmit exact copies of their return to the Inspectors concerned,—distinguishing the pupils belonging to each township.

19. *False Returns.*—Every trustee or teacher signing a false return in order to obtain a larger share of the school fund, renders himself

NOTE.—The school meeting has no power to alter the trustees’ estimate of these expenses of the School, or reduce the salary of the Teachers, etc.

liable to a fine of twenty dollars, or punishment for misdemeanor, besides forfeiture of any share in the school fund:—See one hundred and thirty-eighth section of the Consolidated School Act.

20. *Use of Corporate Seal.*—The trustees' seal should not be affixed to mere notices or letters, but only to contracts, agreements, deeds, or other papers which are designed to bind the trustees as a corporation for the payment of money, or the performance of any specified duty.

21. *Free Public School Library.*—The twenty-sixth section (23), of the School Act declares that “*It shall be the duty of the trustees of each school section to appoint a librarian, and to take such steps as are authorized by law and as they may judge expedient, for the establishment, safe keeping and proper management of a school library for their section,*” etc. In case they neglect to appoint a librarian, regulations 10 & 11, of the *Duties of Masters* provide that the master shall act as librarian, and shall see that the regulations in regard to the libraries are duly carried out. Trustees are not required to consult a public meeting on the subject; but the law makes it their duty as trustees to provide a library for the school, under the departmental regulations.

XII. Rules for Public School Meetings in Rural School Sections.

I. *Organization of Meeting.*—The senior, or other trustee, present, shall at the proper hour (10 o'clock, and not later than 10½) call the meeting to order, and request the ratepayers present to appoint a Chairman and Secretary from among themselves.

(1) *Chairman's Duty.*—The chairman, on election, shall at once take the chair, and shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the meeting. He may give a casting vote, but no other.

(2) *Secretary's Duty.*—The secretary shall record in writing all the votes and proceedings of the meeting.

II. *Order of Business* to be followed at the meeting :—

- (1) Calling the meeting to order.
- (2) Election of chairman and secretary.
- (3) Reading of trustees' annual report and auditors' statement of receipts and expenditure.
- (4) Reception of trustees' report and auditors' statement.
- (5) Election of trustee to fill the vacancy of the year.
- (6) Election of trustee or trustees to fill any other vacancy.
- (7) Any other business, of which due notice has been given.

III. *Rules of Order.*—The following rules of order are recommended to be observed at the meetings :

(1) *Addressing Chairman.*—Every elector shall rise previously to speaking, and address himself to the chairman.

(2) *Order of Speaking.*—When two or more electors rise at once, the chairman shall name the elector who shall speak first, when the other elector, or electors, shall next have the right to address the meeting in the order named by the chairman.

(3) *Motion to be read.*—Each elector may require the question or motion under discussion to be read for his information at any time, but not so as to interrupt an elector who may be speaking.

(4) *Speaking twice.*—No elector shall speak more than twice on the same question or amendment without leave of the meeting, except in explanation of something which may have been misunderstood, or until every one choosing to speak shall have spoken.

(5) *Poll Demanded.*—The names of those who vote for, and of those who vote against, the question, shall be entered upon the minutes if two electors require it.

(6) *Votes.*—All votes shall be taken in the manner desired by a majority of electors present, and a poll shall be granted if two electors desire it. The votes tendered shall be received by the chairman, unless objection be made to them. In that case the chairman shall require the person, whose vote is questioned, to make the declaration provided by law. After making it the vote must be received and recorded without further question.

(7) *Protest.*—No protest against an election, or other proceedings of the school meeting shall be received by the chairman. All protests must be sent to the Inspector at least within twenty days after the meeting.

(8) *Adjournment.*—A motion to adjourn an annual school meeting until the business is finished is unlawful; but a motion to adjourn a special school meeting shall always be in order; provided that no second motion to the same effect shall be made until after some intermediate proceedings shall have been had.

(9) *Motions to be Seconded.*—A motion cannot be put from the chair, or debated, unless the same be in writing (if required by the chairman,) and seconded.

(10) *Withdrawal of Motion.*—After a motion has been announced, or read by the chairman, it shall be deemed to be in possession of the meeting; but may be withdrawn at any time before decision, by the consent of the meeting.

(11) *Kind of Motions to be received.*—When a motion is under debate, no other motion shall be received unless to amend it, or to postpone it, or for adjournment, except as in No. 8 above.

(12) *Order of putting Motion.*—All questions shall be put in the order in which they are moved. Amendments shall all be put before the main motion: the last amendment first, and so on.

(13) *Reconsidering Motion.*—A motion to reconsider a vote may be made by any elector at the same meeting; but no vote of reconsideration shall be taken more than once on the same question at the same meeting.

4. *Close of the Meeting.*—The school meeting must not close before eleven o'clock in the forenoon, nor shall it continue open after four o'clock in the afternoon—beyond which latter hour no business can be lawfully transacted by the meeting.

5. *Transmitting minutes to Inspector.*—At the close of the meeting the chairman should sign the minutes as entered by the secretary in the minute book. Within fourteen days after the meeting the chairman must send to the Inspector a copy of the minutes (signed by himself and the secretary) under a penalty of five dollars.

6. *Declaration of Office.*—The trustee, or trustees elect should at once make the declaration of office before the chairman of the meeting, or within fourteen days after the close of the meeting. In case the chairman is elected trustee he should in like manner make the declaration of office before the secretary.

XIII. Programme of Course of Study for Public Schools.

(1) BASIS OF INSTRUCTION.—EXPLANATORY MEMORANDUM ON THE FOLLOWING PROGRAMME.

1. The great object of this Programme is to secure such an education of youths as to fit them for the ordinary employments and duties of life. This includes :—

2. *First.*—Reading, Writing, Arithmetic, and the use of the English language. Every youth, whether in town or country, should be able so to read that reading will be a pleasure and not a labour; otherwise his little knowledge of reading will be seldom, if ever, used to acquire information; he should be able to write readily and well; he should know arithmetic so as to perform readily and properly any financial business transactions, and be able to keep accounts correctly; he should be able to speak and write with correctness the language of the country. These subjects are the first essentials of education for every youth, and in which he should be primarily and thoroughly taught.

3. *Secondly.*—An acquaintance with the properties and growth of the plants we cultivate and use, and the soils in which they grow; the instruments and machinery we employ, and the principles of their construction and use; our own bodies and minds, and the laws of their healthy development and preservation. Large experience shows not only the importance of a knowledge of these subjects of natural science and experimental physics, but that they can be taught easily for all ordinary practical purposes to pupils from six to twelve years of age.

4. *Thirdly.*—Some knowledge of Geography and History, of the civil government and institutions of our own country, and, in all cases, of the first principles of Christian morals, so essential to every honest man and good citizen.

5. These are the subjects which should be embraced in a Public School curriculum, and which have been and can be easily learned by pupils under twelve years of age. Those who aspire to a higher and more accomplished English education can obtain it in the High Schools.

6. The length of time during which a pupil shall continue in any class must depend upon his or her progress. The promotion of a pupil from a lower to a higher class is at the discretion of the master or mistress of the school, and if any difference arise on this subject between the master or mistress of a school and the trustees, or any parent of a pupil, the inspector of the school must decide; but no pupil is to be promoted to a higher class without being thoroughly acquainted with all the subjects taught in the lower classes. A pupil, on being admitted into a school, must be ex-

amined by the master or mistress, and placed in the class into which such pupil is qualified to enter. In all cases the *order of subjects* in the programme must be followed, and the time prescribed for teaching each subject per week must be observed, nor must any subject of the course be omitted. Where a class is too large for all the pupils to be taught together, or where there is an obvious inequality in the ability and progress of the pupils, such class may be divided into two divisions—First and Second.

7. When the pupils enrolled in a school amount to more than fifty, and less than one hundred, the trustees must employ an assistant teacher.

8. The time allowed for School-room study and recitation for each class is $27\frac{1}{2}$ hours per week. While one class is reciting the others can be engaged in preparing their lessons or performing other School work under the direction of the Master, and can recite to him in turn.

N.B.—The work assigned for home preparation varies with the class in which the pupil is placed. In the first and second classes, the lessons are designed to occupy *half-an-hour* every evening; in the third and fourth, from an *hour* to an *hour-and-a-half*; and in the fifth and sixth, from an *hour-and-a-half* to *two hours*. Parents are expected to see that their children attend to their work at home.

☞ Gymnastics, Drill and Calisthenics are to be provided for at the discretion of the Trustees. Needle work is provided for in the Limit Table.

(2) PROGRAMME OF THE COURSE OF STUDY

SUBJECT.	FIRST CLASS.	SECOND CLASS.	THIRD CLASS.	FOURTH CLASS.	FIFTH CLASS.	SIXTH CLASS.
READING	First & Second Reading Books.	Third Reading Book, to p. 164.	Third Reading Book.	Fourth Reading Book to p. 244.	Fourth Reading Book.	Fifth Reading Book.
SPELLING	First & Second Reading Books.	Third Reading Book, to p. 164, additional and Spelling Book.	Third Reading Book, additional, and Spelling Book.	Fourth Reading Book, to p. 244 additional, and Spelling Book.	Fourth Reading Book, additional, & Spelling Book.	Reading and Spelling Books.
WRITING	Letters of Alphabet and Simple Words.	Simple Words.	Capitals and words neatly and legibly.	Neatly and legibly.	Neatly and legibly and with fair rapidity.	Neatly, legibly and rapidly.
ARITHMETIC	Arabic Notation to 1,000. Addition & Subtraction. Simple questions in Mental Arithmetic.	Arabic Notation to 1,000,000, and Roman Notation to M. Arithmetical Tables. Simple Rules and Reduction. Simple questions in Mental Arithmetic.	Arabic and Roman Notation to four periods, Compound Rules, Least Common Multiple, and Gr. Com. Measure and Vulgar Fractions to Reduction, inclusive. Mental Arithmetic.	Principles Arabic & Roman Notation. Vulgar Fractions, Decimal Fractions, Simple Proportion, with reasons of rules. Mental Arithmetic.	Proportion, Practice, Percentage, Stocks, Theory of said rules. Mental Arithmetic.	General Review. Involution and Evolution, Compound Interest. Mental Arithmetic.
GRAMMAR	Pointing out the nouns, verbs, adjectives, adverbs, pronouns and prepositions on any page of Second Reader.	Parts of Speech. Gender, person and number of a noun, and comparison of adjectives. Separating simple sentences into their two essential parts.	Principal grammatical forms and definitions. Analysis of simple sentences. Parsing simple sentences.	Analysis of prose sentences contained in Reading Book. Parsing, with application of rules of Syntax.	Analysis of verse sentences in Reading Book. Parsing, with application of rules of Syntax.

2) PROGRAMME OF THE COURSE OF STUDY—Continued.

SUBJECT.	FIRST CLASS.	SECOND CLASS.	THIRD CLASS.	FOURTH CLASS.	FIFTH CLASS.	SIXTH CLASS.
OBJECT LESSONS	Lessons on common objects and things (a) On Natural History (b), and on moral duties (c).	Lessons on common objects and things. Lessons on Natural History. Lessons on moral duties.				
COMPOSITION	Simple sentences, orally and in writing. Short descriptions of simple objects.	Simple sentences of any kind, orally or in writing. Short descriptions of simple objects.	Simple and Complex sentences, orally or in writing. Grammatical changes of construction. Short narrative or description. Familiar letters.	Simple and complex sentences of any kind Grammatical changes of construction. Narrative and description. Familiar and business letters.	Composition on any assigned subject. Paraphrase of any assigned passage.
GEOGRAPHY	Cardinal Points of compass, map definitions and map notations.	Definitions. Map of World generally. Maps of America & Ontario.	Map of Canada generally.	Maps of Europe, Asia and Africa. Maps of Canada and Ontario.	Political geography, products, etc., of principal countries of the world.	Physical geography of the continents generally. Use of the globes.
HISTORY	Elements of Canadian & English History.	Canadian and English History continued.	Elements of Ancient & Modern History.
CHRISTIAN MORALS AND CIVIL GOVERNMENT	Christian morals (c).	Elements of Civil Government	

HUMAN PHYSIOLOGY & NATURAL HISTORY	General view of the Animal Kingdom.	Human Physiology.
↳ NATURAL PHILOSOPHY..	Nature and use of the Mechanical Powers.
AGRICULTURAL CHEMIS- TRY AND BOTANY.....	Elements of Chemis- try and Botany in First Lessons in Agriculture, pp. 9- 76.	Remainder of First Lessons in Agricul- ture, but pupils in cities and towns may omit Lessons 30, 31, 32, 34 and 37.
ALGEBRA	Definitions and first 17 exercises of author- ized text Book.
GEOMETRY	Definitions, postulates and axioms. First 30 propositions of B. I.
MENSURATION	Definitions. Mensuration of sur- faces and solids.
BOOK-KEEPING	Single & double entry. Single and double entry. Commercial forms and usages.
DOMESTIC ECONOMY (Girls only)	In First Lessons of Agriculture, Lesson 38.

(2) PROGRAMME OF THE COURSE OF STUDY -Continued.

SUBJECT.	FIRST CLASS.	SECOND CLASS.	THIRD CLASS.	FOURTH CLASS.	FIFTH CLASS.	SIXTH CLASS.
LINEAR DRAWING	On slates.	On slates.	On slates and black-board.	Outlines of Maps, common objects on paper.	Outline of Maps and common objects on paper and black-board.	Outline & perspective sketches of common objects on paper and the blackboard.
VOCAL MUSIC	Simple Songs.	Simple Songs.	Simple songs.	Simple songs.	Simple songs.	Simple songs.

(a) EXAMPLES OF GALLERY LESSONS.

COMMON THINGS.—(To be illustrated by specimens of the articles named.)

India Rubber Geometrical forms Raisins Currants Spices Silk Buttons Metals Coral Clocks Slate Candle Glue Chalk Sponge Bread Crockery Ivory Camphor
 Colors Whalebone Pens Pins Needles Fruits Flowers Nuts Vegetables Cork Oil Salt Sugar Starch Cheese Butter
 Leather Fur Cotton Linen Hemp Water Fire Wool Paper Milk Coffee Tea

(b) EXAMPLES OF GALLERY LESSONS.

ANIMALS, ETC.—(Illustrated by the Object Lesson Pictures of the Animals, &c., named.)

Cow Horse Dog Sheep Cat Chickens Pig Turkey Geese Ducks Goat Song Birds Birds of Prey Parrots Lion
 Tiger Leopard Elephant Rhinoceros Hippopotamus Deer Camel Whale Shark Herring Porpoise Turtles Serpents Lizards &c., &c., &c.

(c) EXAMPLES OF GALLERY LESSONS.

ON MORAL DUTIES (ONE PER WEEK.)

I. Love and hatred
 II. Obedience, willing and forced
 III. Truth and falsehood, dissimulation
 IV. Selfishness and self-denial
 V. Gentleness and cruelty—in word and action
 VI. Cleanliness and tidiness
 VII. Loyalty and love of country
 VIII. Generosity and covetousness
 IX. Order and punctuality
 X. Perseverence
 XI. Patience
 XII. Justice
 XIII. Self-control
 XIV. Contentment
 XV. Industry and indolence
 XVI. Self-conceit
 XVII. Destructiveness
 XVIII. Tale-telling—when right and when wrong
 XIX. Forbearance and sympathy—due to misfortune and deformity
 XX. Tendency of one fault to give rise to another, &c., &c.

NOTE.—The General Limit Table showing the standard required for promotion from each class is published on the cover of each School Register, also in a separate sheet.